



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

SINGLE FAMILY RESIDENCE CHECKLIST

Note:

Prior to performing work such as earth movement, fill work or excavation, a Site Development permit must be submitted and approved by the Engineering Department.

Prior to performing work such as clearing and grubbing of land, a Clearing and Grubbing permit must be submitted and approved by the Engineering Department.

Required

___ Property tax folio number (on tax notice or receipt)

___ Proof of ownership (deed or current tax bill)

___ **Zoning** (2 vacant lot sealed surveys (original)
(2 plot plans showing all intended setbacks from property lines and other existing structures)
Surveys must show all easements and encumbrances

___ **Landscaping** (2 landscape plans can be incorporated on the plot plan)
(Tree survey must be signed and sealed by landscape architect)

___ **Engineering** (Provide drainage plan including cross sections to all property lines, elevations, slopes, and dimensions
(provide cross sections from septic systems to property line include elevations, slopes and dimensions

___ **Mechanical** (3 sets energy calculations & energy guide form (signed and displayed the lot and address)

___ **Plans** Electrical Plumbing Mechanical Roof specs Shutter details (2 complete sets of each)

___ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by eng ., reviewed and signed
by arch\Eng. of record)
(Product Approvals 2 complete sets, reviewed and signed by Arch\eng of record.)
(Complete HVHZ Roofing application with notarized signature of contractor.)
(Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of
truss placement.)
(Soil Compaction Letter) Including bearing compacity
(2 complete sets, sealed by architect/ engineer)
Product approval/truss/shopdrawings/roofing applications maybe submitted at a later date, however this will
result in an additional fee

___ **Drainage district:** (stamped on surveys or plans) Central Broward Water Control District
South Broward Drainage District
Tindall Hammock

___ Broward County Department of Natural Resource Protect Approval (stamped on each set of plans *bring
in all forms issued)

___ Broward county fee impact statement

___ Broward County health department approval - if sewage and water usage is with septic tanks or wells (stamped on each set of
plans* bring in all forms issued).

___ Completed Permit Apps - Plbg, Elect, Mech, Building, Shutters, Roof all notarized

___ Contractors - a copy of all applicable licenses (competency & occupational) and original insurance certificates for workman's
comp and general liability.

___ Plan check fee in the amount of \$200.00 due at the time of submittal

___ Disclosure statement - if submitted as an owner / builder application.

